

**How to contact the NDE Helpdesk**

There are three ways to contact the NDE Helpdesk with questions.

**All three ways get to the same place, so please only use one of the following options.**

**If you send more than one request this may delay our response as we coordinate all requests.**

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

**OR**

2. Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**OR**

- a. Call Toll Free: 888-285-0556

**Please leave your full name, organization, call back number and a brief description of your question.**

ALSO: If you have contacted your area's NDE Trainer, please do not also contact the Helpdesk. Multiple contacts will delay the response.

**THANK YOU!**



**Updated Staff Instructions and Student Grades Guidance Documents**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The following instruction/guidance documents have been updated. They can be found on the NSSRS Documents page <http://www.education.ne.gov/nssrs>.

Staff Instruction Manual – 2013-14 - Version 3.1.1 - dated September 11, 2013

Guidance for Reporting Salary Data – 2013-14 - Version 3.1 - dated September 11, 2013

Guidance for Reporting Student Grades – Version 3.1.0 - dated August 5, 2013



**Title I Distinguished Schools – Due October 15**

Contact: Beth Zillig (402-471-2452 or [beth.zillig@nebraska.gov](mailto:beth.zillig@nebraska.gov))

Nominations are open for the 2013 Title I Distinguished Schools Recognition Program. Nominations will be accepted in the following two categories. Nominations are due by October 15.

Category 1: School that has exceeded Adequate Yearly Progress (AYP) for two or more years

Category 2: School that has significantly closed the achievement gap between student groups.

See NDE Title I website for nomination form and additional information.

<http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html>



**Teacher and Principal Evaluation Survey – Due October 15**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

Every Nebraska public school district needs to complete the Teacher and Principal Evaluation Survey in the Consolidated Data Collection (CDC). This survey request information regarding teachers and principals that remained in the district from the 2012-13 school year to the 2013-14 school year and those that left the district during the same time period. NDE collects this information and reports aggregate data to USDE.

In previous years, this survey was completed in the spring, but has now been moved to a fall collection. This survey **became available on September 1 and is due October 15.**



### **2013-2014 Staff Reporting – Due September 15**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) )

The 2013-2014 Staff Reporting collection is now open. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The NSSRS Staff Reporting data collection is located under the Student & Staff (NSSRS) tab in the portal. Special Purpose Schools (State Operated), Educational Service Units and Interim Programs (Rule 18s) should report during this timeframe as well. Options for submission are online entry and uploads.



### **2012-2013 Special Education Final Financial Reports**

Contact: Financial Questions, Greg Prochazka (402-471-4314 or [greg.prochazka@nebraska.gov](mailto:greg.prochazka@nebraska.gov))

Financial Questions: Data Input Questions, Lori Adams (402-471-2637 or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov))

The Special Education Final Financial Reports for 2012-2013 school year are due as follows:

**Birth to Age Five (BAF FFR) (NDE 06-025)** – Due on or before **October 1, 2013** - copies of contracted services billings are **NOT** required. This form can be found on the NDE Portal under the Forms tab.

**Transportation (TRANS FFR) (NDE 06-016)** - Due on or before **September 30, 2013**. This form can be found on the NDE Portal under the Forms tab.

**School Age (SA FFR) (NDE PORTAL)** - Due on or before **October 31, 2013** - copies of contracted services billings **ARE** required (Collection Opens – September 1). This collection can be found on the NDE Portal under the Data Collections tab.

**School Age (SA FFR) – New for 2012-2013** - NDE will be comparing the “professional” staff reporting to the NSSRS Staff Reporting, the staff reported in School Age Final Financial should be reported in NSSRS Staff Reporting. If you have omitted staff or reported staff in error that you want to include in the Special Education and Support Services Final Financial Report for School Age Students SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 NSSRS Staff Reporting.

**School Age (SA FFR) – New for 2012-2013** - NDE will be comparing the “substitute” reporting to the Substitute Teachers collection in the Consolidated Data Collection (CDC). If you have omitted staff or reported staff in error that you want to include in the SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 CDC Substitute Teachers.

This change to compare the “substitute” staff will also affect how staff with a “staff type of – 4” are entered/uploaded into the SA FFR. All “substitute” staff either long term or short term need to be entered individually with their own NDE Staff ID.

If you have any questions on these processes please contact Lori Adams (402-471-2637 or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov)) or the NDE Helpdesk at 888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov).

*Reminder* - The Final Financial Reports for **both** Birth to Age Five and School Age no longer collect staff data based on Social Security Number. All staff being claimed on the Final Financial Reports must have a NDE Staff ID. For assistance with the NDE Staff ID contact the NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) )

Please refer to 92 NAC 51 for information regarding late submission of required forms. Nebraska Department of Education is now required to give school districts an annual “determination rating” regarding compliance with IDEA Parts B & C, as a result of the reauthorization of IDEA 2004. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings.

**Guidance related to expenditures to provide special education and related services to nonpublic school children was incorrectly worded in the Nebraska Department of Education [email notification dated August 21, 2013](#) and briefly summarized at the August 29, 2013 monitoring meeting.**

All expenditures (State or IDEA) to provide special education and related services to nonpublic school children (ages 5-21) can be reported (claimed) on the School Age Final Financial Report. All reimbursements/pending reimbursements of IDEA Proportionate Share (#4412) and any other IDEA funding allocations (#4404, #4410) used for non-public special education services (ages 5-21) for the applicable school year must be reported in the “IDEA Funding” section (01-4-0000) of the School Age Final Financial Report.

As per NAC 51-012.08E, “State and local funds may be used to supplement and in no case supplant the proportionate amount of Federal funds required to be expended for parentally – placed nonpublic children with disabilities under this Chapter”. However, NDE is suggesting that any costs above the proportionate share allocation could, depending on individual district accounting practices, best be covered by IDEA E/P and Base dollars.



#### **NDE Student Unique Identifier – Time to Update**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

Prior to submitting Student template for the first time for 2013-2014 school year, all new and returning students should have their Unique Identifier (State Id’s) assigned/updated. Please update the information on all returning students that has changed (grade level, school building and school year). Non-public systems will also follow this process to update student Unique IDs and enter new students who need IDs assigned.



#### **State of the Schools Report (SOSR) Calendar for 2013**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The following provides the dates when data and decisions will be available for review in the 2013 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for districts to review their data. The 2013 SOSR Preview will be available through the NDE Portal. Note, the Nebraska Performance Accountability System (NePAS) was released to the public in

August without the graduation component. Graduation rates and ranking will not be added until November in order to include students who graduate over the summer.

Date	Activity
August 13, 2013	NeSA Reading, Math and Science results released to public (district and school level data only )
August 13, 2013	Preliminary AYP results on the 2013 SOSR Preview for 30 day review
August 13, 2013	NeSA Reading, Math and Science results (disaggregated) on 2013 SOSR Preview
August 27, 2013	NePAS in 2013 SOSR Preview without graduation data or ranking
Sept. 13, 2013 *	Last day AYP appeals will be accepted
Sept. 18, 2013 *	AYP results final on SOSR Preview PLAS notification to districts will take place on or before this date.
Sept. 27, 2013	SOSR 2013 released to the public
October 4, 2013	PLAS list added to the SOSR 2013 Report Card
Nov. 15, 2013	NePAS released with Graduation data and ranking, Drop-out data added to SOSR

\* Updated information 6/25/13



### **New School Year – Portal Accounts up to date?**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

As the new school year starts, this is a **reminder to District Administrators** to review your staff's access to the Portal applications/reports/grants. On your portal account you have access to review all of your staff who have portal accounts and review their access to the portal.

- If you see staff that do not have the correct access, you can be proactive to get them the access they need.
- If staff have left the district or changed job duties, you can remove access on their portal accounts for things they no longer need.

Under the "District Admin" tab on your portal account, there is a link called "Administrator Reports" where you can review two reports: "District User Report" and "Collection User Report". Here you can view current staff's portal access.

If a staff member needs removed, click on the link "Collection Activation Codes" and select specific collection. There you can click on the activation code and remove staff from that collection.

If you have staff that have left your district, please contact the Helpdesk ([nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)) to determine if their portal account should be inactivated.

### **NDE Bulletin now available in RSS Feed**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

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